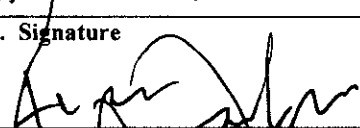
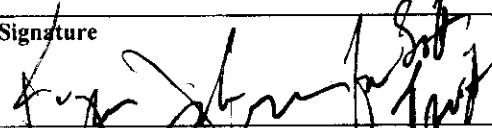
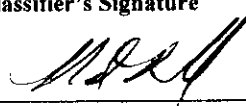


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EP6317013	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Deputy Associate Administrator for Public Engagement	GS	0301	13	
4. Supervisor's Recommendation	Deputy AA for Public Engagement	GS	0301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Amy Graham			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Office of Public Engagement and Env. Education		h. Employing Office Location Washington, DC			
d. Office of Public Engagement		i. Organization Code A0HA0000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator			
b. Signature 		c. Date 4/5/17		e. Signature 	
				f. Date 4/5/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 		j. Date 04/24/17
11. REMARKS					

**DEPUTY ASSOCIATE ADMINISTRATOR
FOR PUBLIC ENGAGEMENT
GS-0301-13**

INTRODUCTION

This position is located in the Office of Public Engagement and Environmental Education (OPEEE). The incumbent serves as the Deputy Associate Administrator for the Office of Public Engagement and Environmental Education. In this capacity, the incumbent is responsible for assisting the Associate Administrator in planning, direction, executing public outreach activities in support of the Agency priorities and ensuring public participation by outside organizations in EPA's regulatory and informational activities. The incumbent is also responsible for the following:

- Establishing and maintaining close working relationships with broad range of public and private-sector organizations to: (1) anticipate and address stakeholder concerns regarding Agency and environmental matters; (2) Keep senior EPA officials apprised of stakeholders needs, perspectives, and issues; (3) promote and support stakeholder involvement and public participation in Agency decision making; and (4) identify opportunities for public/private partnerships;
- Ensuring that comprehensive and integrated communications planning occur with stakeholders on Agency activities; and
- Implementation policies and procedures in support of the EPA's National Agenda on the Faith-Based Initiatives.

The incumbent of the position requested for Schedule C exception will not be able to adequately perform her duties without being privy to the political, personal and management philosophies of the Associate Administrator for External Affairs and Environmental Education. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Associate Administrator and the Administrator and as such, will be expected to reflect their philosophies and conversation with leading figures of government, business and other groups. The incumbent will also be obliged to present the views of the Administrator in correspondence and other communications with Agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the Deputy Associate Administrator for Public Engagement and coordinates with the Office of Public Engagement Staff, supporting day to day project management issues and supervision of the staff. Assist in management responsibility over staff members, making assignments, determining duties and priorities, and evaluating employee performance.
2. Organizes outreach activities and events, communicates with key Agency officials, other top level Federal and non-Federal officials, and representatives of interested outside groups on the Agency's environmental programs, goals, and objectives. Ensures that EPA policies and

priorities are clearly and consistently communicated throughout the Agency. Establishes and maintains close working relations with broad range of public and private-sector organizations to address stakeholders' concerns regarding Agency and environmental matters; keep senior EPA officials apprised of stakeholder's needs, perspectives, and issues; promotes and supports decision making and identifies opportunities for public/private partnerships.

3. Ensures that Agency communication planning on all major Agency issues appropriately reflects the Administrator's views and policies. Monitors program issues as the communications liaison between program offices and the Associate Administrator.
4. Reviews all Agency print and electronics products intended for the public and targeted audiences to ensure their effectiveness, accuracy, and relevance; compliance with Agency's communications requirements; and compatibility with the Administrator's priorities and goals.
5. Conducts ongoing liaison with organizations within the Agency, Regional Offices, the White House, OMB, other federal agencies, and key officials in state and local governments to assure continuous harmonized relationships and to promote a cooperative interchange of concepts and ideas. In such dealings, represents and speaks authoritatively for the Associate Administrator, Deputy Associate Administrator, and other key senior level staff. The incumbent will act as a source of information for the Administrator, Associate Administrator, Deputy Associate Administrator, and other key senior officials keeping the individuals informed, as appropriate, of significant happenings and trends.
6. Oversees the key elements of developing and integrating strategic messaging, brand management, timing of product rollout and other related coordination and communication strategies and responsibilities. The incumbent advises manager and workgroups to develop specific written materials, standards, guides, protocols, and handbooks on particular areas of interest to the Administrator and the OPEEE. Identifies strategies and implements new and innovative ideas to support the Agency's publications activities.
7. Conducts comprehensive analyses and contributes insight and information as to the need for new strategies. Makes recommendation on analyses that may determine the impact of developments and trends which appear to significantly influence the Agency's environmental and management programs. Where appropriate, ensures that risk communication language is included in print and products and that products content provides clarity to the information being addressed by its targeted audience.
8. Advises the Associate Administrator of policies and programs designed to inform the public and targeted audiences concerning the aims, progress results and background of the various written media on environmental program and related activities conducted by the Agency. Assists with the development of agency guidance and recommends and plans activities to meet goals and objectives set by the Associate Administrator for OPEEE and senior level officials.

9. Serves as "Alter Ego" to the Associate Administrator on an as-needed basis. In this capacity, the incumbent will assume full responsibilities of the Associate Administrator in his/her absence.
10. Performs other duties as assigned.

Factor 1-2 350 Points Program Scope and Effect

Serves as Deputy Associate Administrator of the Office of Public Engagement and Environmental Education. In this capacity, the incumbent is responsible for assisting the Associate Administrator in planning, direction, executing public outreach activities in support of the Agency priorities and ensuring public participation by outside organizations in EPA's regulatory and informational activities. The incumbent is also responsible for establishing and maintaining close working relationships with broad range of public and private-sector organizations to: (1) anticipate and address stakeholder concerns regarding Agency and environmental matters; (2) Keep senior EPA officials apprised of stakeholders needs, perspectives, and issues; (3) promote and support stakeholder involvement and public participation in Agency decision making; and (4) identify opportunities for public/private partnerships; ensuring that comprehensive and integrated communications planning occur with stakeholders on Agency activities; and Implementation policies and procedures in support of the EPA's National Agenda on the Faith-Based Initiatives.

Factor 2-2 350 Points Organizational Setting

The position is accountable to a position that is SES level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

Factor 3-2 450 Points Supervisory and Managerial Authority Exercised

Plans and schedules ongoing production-oriented work through direct assignments. determining which goals and objectives to emphasize. Decides methodologies to use in achieving work goals and objectives. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities. Evaluates work performance. Gives advice, counsel or instruction to employees on work and administrative matters. Identifies developmental and training needs of employees, providing or arranging for needed developmental training. Finds ways to improve production or increase the quality of the work directed.

Factor 4A-2 50 Points Nature of Contacts

Frequent contacts are comparable to any of the following: Contacts are with:

- Members of the business community or general public;
- Higher ranking managers, supervisors, and staff of program, Agency; with Agency headquarters administrative support staff, or with comparable personnel in other Federal agencies;
- Representatives of local public interest group.

- Case workers in congressional district offices;
- Technical or operating level employees of State and local governments;
- Reporters for local and other limited media outlets reaching small, general population.
- influential city or county newspapers or comparable radio or television coverage;

Contacts may be informal, occur in conferences and meetings, or take place through telephone, televised, radio, or similar contacts, and sometimes require non-routine or special preparation.

Factor 4B-2 75 Points Purpose of Contacts

The purpose of contacts is to ensure that information provided to outside parties is accurate and consistent: to plan and coordinate the work directed with that of others outside the subordinate organization: and/or to resolve differences of opinion among managers, supervisors, employees, contractors and others.

Factor 5-7 1030 Points Difficulty of Typical Work Directed

The highest graded non-supervisory work directed which requests at least 25% of this position's duty time is GS-13 or higher, or equivalent.

The incumbent has responsibility for planning, developing, coordinating and implementing projects, activities, or other work. Under the guidance of the supervisor, the incumbent has responsibility for planning, developing, coordinating and implementing projects, activities, or other work. The incumbent may be assigned to manage a specific public engagement and environmental educational affairs subject area, which involves coordinating with the Agency's program and regional offices and other federal departments, agencies as well as the public. The incumbent resolves most of the conflicts that arise, coordinating work with others and interpreting policy and guidelines. The incumbent resolves most of the conflicts that arise, coordinating work with others and interpreting policy and guidelines.

Factor 6-5 1225 Points Other Conditions

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, managerial, or administrative work. Incumbent makes recommendations for policy formulation, resources to devote to particular programs and determinations of projects or program segments to be initiated, dropped, or curtailed.

Total Points 3605

Conversion GS-13